



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

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| Announcement Number: | CFC-2015-08-ADM |
| Position Title: | Human Resources/Training Specialist |
| Open Date: | October 5, 2015 |
| Close Date: | October 16, 2015 |
| Type of Appointment / Position: | Permanent / High Sensitive |
| Grade / Salary Range: | CL-28 (\$61,084 – \$99,319) |
| Duty Location: | Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro) |
| Who May Apply: | U.S. Citizens (or persons eligible to work in the United States) |

Position Overview and Representative Duties:

The United States Court of Federal Claims is seeking to fill a Human Resources/Training Specialist position in the court's Office of Administrative Services Office located in the National Courts Building, 717 Madison Place, NW, Washington, DC.

The incumbent performs and coordinates administrative, technical, and professional work related to human resources programs in accordance with approved procedures and policies. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The Human Resources/Training Specialist conducts research, performs analyses, and conducts audits on data and trends to develop a variety of organizational, statistical, budgetary, and operational reports. The incumbent makes recommendations on staffing and budget impact, hiring practices, and human resource policies and matters affecting court administration and operations. The Human Resources/Training Specialist reports to the Human Resources Director.

No relocation expenses will be paid.

General Experience:

The candidate must have human resources (HR) experience and a performance history that demonstrates outstanding customer service and troubleshooting skills. The ideal candidate will have appropriate tact to interact directly with the court's judges and special masters, their chambers personnel, and court staff in order to support their human resources needs. The candidate should also have an innate sense of follow-through, team spirit, and professional responsibility for the quality of his or her work.

- Formulate, implement, and administer a full range of Human Resources policies and procedures. Review, research, analyze, develop, and recommend Human Resources policies to the Human Resources Director and other managers.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and changes to benefit elections. Maintain personnel records. Assist with the process of workers' compensation claims forms. Gather data for

required reports, such as telework, fair employment practices, early-out authority, and workers' compensation.

- Ensure adherence to the Guide to Judiciary Policy and Human Resources Manual regarding HR practices and separation of duties. Develop, monitor, and update intern controls policies and procedures for the court.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the court; review applications for completeness. Coordinate interviews, administer employment testing (when applicable), and maintain recruitment and hiring statistics for Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Create and classify position descriptions based on the court's needs and priorities. Make recommendations to Human Resources Director and other managers regarding staffing and budgeting impacts. Provide advice on organizational structure and classification standards and Guide management regarding staffing and other human resources-related proposed changes.
- Administer background checks and investigations. Process Facility Access Cards (FAC) for issuance of credentials and identification cards and with Court Security Officers (CSOs) for fingerprinting.
- Advise judges and managers on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures (ELMO). Maintain and audit leave and timekeeping records.
- Perform duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers' compensation, personnel action processing, records maintenance, etc. for the court's varying needs and priorities. Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.
- Copy, assemble, distribute, and file human resource and benefit documents.
- Collaborate with court managers to identify training programs that will assist Clerk's Office and chambers staff to strengthen the skills necessary to their positions and to advance both professionally and personally.
- Review, research, develop, and recommend training policies for court staff.
- Coordinate with the Federal Judicial Center and the Administrative Office of the U.S. Courts to determine educational programs, services, and resources available which best meet local training needs.
- Audit training programs to ensure they are current and continue to meet the needs of the court and the court's employees.
- Identify training needs through surveys, interviews, and meetings with court employees. Analyze organizational concerns and recommend training based on findings.
- Other duties as assigned.

HR experience in federal courts, law firms, or other legal environments is highly desirable. The successful candidate will be a self-starter who is detail-oriented. Candidate must be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral), and be able to communicate effectively with individuals both inside and outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Required Qualifications:

To qualify at the CL 28 level: One year of specialized experience equivalent to work at CL-27.

Preferred Qualifications:

The Court requires the candidate to have a Bachelor's degree in Human Resources or a related field. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to

successfully perform the duties of the Human Resources Specialist may be substituted for the degree requirement.

Benefits:

10 holidays \$ 13-26 days annual leave (increases with service) \$ 13 days sick leave \$ Federal Employees Retirement System \$ Thrift Savings Plan \$ Commuter Benefit Program/Metro Transit Subsidy Program \$ Flexible Spending Accounts \$ Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

Ensure that your application package contains the following required documents:

- \$ **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- \$ **Resume**;
- \$ **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- \$ **Three (3) business/professional references** with name, affiliation, and contact information;
- \$ **Salary History** for prior three (3) years;
- \$ If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- \$ If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**
- \$ **All documents must be in PDF format and are to be E-mailed as a single attachment. Zip files and faxes will not be accepted.**

Send the application package as a single Adobe PDF file to: uscfcjobs@ao.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.